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TE-2, WORKLOAD (FY04 UNLESS OTHERWISE STATED)																
New Para Number	Work Outputs (Products & Services)	Workload Source	Work Unit	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
5.4.4.4	Transactions requiring special handling prepared for DGR approval.	Approximately 1.5% of total invoices will require special handling (percentage derived from daily counts for 5 weeks from 6 June 2005 through 8 July 2005)	Total number of Stop Orders, Address Labels, Hold Checks etc. Executed	35	29	36	35	30	37	33	34	39	36	38	40	423
5.4.5	Daily Accounts Payable transmittals run, verified & filed for each UFC SA.	Web DMS and Daily Inventory, and SQL Reports	Total Accounts Payable Transmittals	942	771	950	918	864	1,013	1,002	874	920	958	1,023	983	11,218
C.5.5, Travel Payment Support Services										38,488						
5.5.1.1	CEFMS TDY Travel Voucher data downloaded daily to IATS for each UFC SA.	IATS Reports	Total CEFMS Downloads to IATS	12,865	13,524	11,056	7,332	10,935	14,873	12,606	13,444	14,274	11,887	14,237	9,175	146,208
5.5.1.2	TDY Travel data reviewed & entered in CEFMS & IATS to complete actions.	IATS Reports	Total TDY Travel Actions Updated	12,865	13,524	11,056	7,332	10,935	14,873	12,606	13,444	14,274	11,887	14,237	9,175	146,208
5.5.1.3	TDY Travel documentation reviewed and entitlements computed.	IATS	Total TDY Travel Actions	12,865	13,524	11,056	7,332	10,935	14,873	12,606	13,444	14,274	11,887	14,237	9,175	146,208
5.5.1.4	TDY Travel documentation errors identified, researched & corrected.	Approximately 25% of the total vouchers processed will have errors and need to be researched and corrected.	Total TDY Travel Documentation Errors	3,216	3,381	2,764	1,833	2,734	3,718	3,152	3,361	3,569	2,972	3,559	2,294	36,552
5.5.1.5	Completed vouchers printed and forwarded to DGR for certification.	IATS Query	TDY Travel Vouchers Certified	13,571	12,852	11,198	7,404	10,472	14,359	12,437	12,643	13,677	12,584	13,349	9,437	143,983
5.5.2.1	Advance payment requests recorded and processed.	IATS Query	Total TDY Travel Advance Payment Requests	114	68	61	90	105	137	123	139	163	150	140	110	1,400
5.5.2.2	Advance payment requests & supporting documentation submitted for certification.	IATS Query	Total Advance Payment Requests to DGR	114	68	61	90	105	137	123	139	163	150	140	110	1,400
5.5.2.3	Liquidation of advance payments vice travel vouchers reviewed and verified.	IATS Query	Total Approved Advance Payments	114	68	61	90	105	137	123	139	163	150	140	110	1,400
5.5.2.4	Outstanding advance payments reviewed weekly & past due advances reported.	IATS Query	Total Outstanding Advances Reviewed	114	68	61	90	105	137	123	139	163	150	140	110	1,400
5.5.2.5	Bills to recoup delinquent advances created and processed.	IATS Query	Total Bills (Delinquent Advances)	12	6	5	4	0	2	10	2	9	7	1	18	76
5.5.3	Bills to recoup overpayments created and forwarded to DGR for certification.	IATS Query	Total Bills (Overpayments)	107	132	138	95	156	121	157	77	117	195	187	188	1,670
C.5.6, Accounts Receivable Support Services										38,488						
5.6.1.1	Sort and distribute all documents received via mailroom, fax, web download or email.	Estimated from daily counts taken during June 2005	Total Documents Received	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	25,200
5.6.2.1	Intra-Government bills generated in CEFMS.	CEFMS Query	Total Intra-Government Bills	5	11,540	10,264	11,728	11,374	11,568	13,565	13,211	12,999	11,353	11,705	26,703	146,015
5.6.2.1.1	Corps-to-Corps Intra-Government bills transmitted.	CEFMS SQL Intra-Government Billings Report	Total Corps-to-Corps Bills	6	3,142	2,946	3,541	3,411	3,573	4,266	4,255	4,134	4,327	4,445	10,503	48,549
5.6.2.1.2	Intra-Government billing errors identified, researched & corrected, and related reports reconciled.	CEFMS SQL Error Reports	Total Billing Errors (Identified/Corrected)	0	600	490	614	557	254	315	296	306	241	273	625	4,571

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New Para Number	Work Outputs (Products & Services)	Workload Source	Work Unit	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
5.7.2.1	Delinquent billings requiring action identified from the CEFMS Open Items List provided by the DGR.	CEFMS SQL and Outlook	Total Delinquent Billings Requiring Action	8,953	8,646	8,771	8,279	10,126	9,900	9,145	8,549	8,547	8,353	8,698	8,266	106,233

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New Para Number	Work Outputs (Products & Services)	Workload Source	Work Unit	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
5.7.2.2	CEFMS Opens List accessed and delinquent billings identified	CEFMS Open Items Listing	Total Open Items List Printed	63	63	63	63	63	63	63	63	63	63	63	63	756
5.7.2.3	IPAC rejects researched and processed.	CEFMS Open Items Listing	Total IPAC Rejects	58	133	68	58	51	63	77	56	58	73	107	148	950
5.7.2.4	Customer Delinquency Notices generated and mailed/mailed.	CEFMS & GOALS	Total Delinquency Notices (Generated)	223	434	624	713	702	637	699	731	686	900	576	908	7,833
5.7.2.5	Delinquent PROSPECT bills reviewed and follow-up collection action initiated.	Open Items Report	Total Delinquent PROSPECT Bills	542	657	571	422	443	439	354	289	319	434	519	402	5,391
5.7.2.6	Delinquent receivables monitored, delinquent debts identified, and follow-up action taken.	CEFMS Open Items Listing & Web DMS SQL	Total Delinquent Debts (Identified/Followed-Up)	263	469	681	1,197	779	713	807	785	738	1,074	679	1,314	9,499
5.7.2.7	Delinquent receivables analyzed and appropriate debt disposition determined.	CEFMS Open Items Listing & Web DMS SQL	Total Delinquent Receivables (Analyzed)	8,953	8,646	8,771	8,279	10,126	9,900	9,145	8,549	8,547	8,353	8,698	8,266	106,233
5.7.2.8	Requests for waivers of indebtedness reviewed and analyzed.	CEFMS Open Items Listing	Total Request for Waivers of Indebtedness (Reviewed)	3	32	24	1	8	4	3	0	1	4	5	3	88
5.7.2.9	Requests for salary and administrative offsets processed.	CEFMS Open Items Listing, Payrolls & DFAS History.	Total Requests for Salary and Admin Offset Processed	12	7	10	15	9	13	16	7	13	14	12	29	157
5.7.2.10	Waiver status for admin fees, interest, and penalties determined and provided to DGR.	Disbursing Collections & Mailroom Imaging System	Total Waivers for Admin Fees, Interest & Penalties	79	72	160	90	173	162	195	88	159	107	143	129	1,557
5.7.2.11	Payroll offset and installment agreement records prepared, processed, and maintained.	CEFMS Open Items Listing, Payrolls & DFAS History.	Total Payroll Offset and Installment Agreements	12	7	10	15	9	13	16	7	13	14	12	29	157
5.7.2.12	Second and subsequent delinquency notices for Government, vendor, and other out-of-service debt prepared and issued.	CEFMS Open Items Listing	Total 2nd and Subsequent Delinquency Notices for Government, Vendor, and Other Out-of-Service Debt	212	170	386	933	571	384	397	461	486	622	428	787	5,837
5.7.2.13	Second and subsequent delinquency notices for employee TDY and PCS delinquent debt prepared and issued. Government, vendor, and other out-of-service debt prepared and issued.	CEFMS Open Items Listing & Source Documents	Total 2nd & Subsequent Delinquency Notices for Employee TDY & PCS Delinquent Debt	10	7	14	10	7	10	10	10	3	15	13	18	127
5.7.2.14	CEFMS generated interest penalties and admin fees verified and recorded as income when earned.	CEFMS & Web DMS SQL	Total CEFMS Actions Generated for Interest Penalties & Admin Fees	407	405	373	397	450	408	366	355	348	383	337	339	4,568
5.7.2.15	Recommendations for adjustments to interest penalties and admin fees made to DGR.	CEFMS & Web DMS SQL	Total Interest, Penalty, and Admin Fee Adjustments Recommended to DGR	79	72	160	90	173	162	195	88	159	107	143	129	1,557
5.7.2.16	Invalid debts identified and recommendations made to DGR.	CEFMS & Web DMS SQL	Total Invalid Debts Identified	65	20	22	35	41	94	170	35	137	184	65	28	896
5.7.2.17	Severely delinquent debt transactions reviewed to ensure proper posting in CEFMS.	Open Items Report	Total Severely Delinquent Debts Reviewed (debt over 180 days and under two year)	2,043	2,034	2,030	2,054	2,187	2,173	2,324	2,072	2,309	2,371	2,368	2,353	26,318

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5.7.2.18	Delinquent customer order accounts containing CIC (Code) monitored to determine when follow-up action is required.	CEFMS SQL Billings with CIC Code	Total Delinquent Customer Order Accounts with CIC (Code)	2,988	3,001	2,892	3,011	2,960	2,740	2,647	2,748	2,791	2,735	2,715	3,134	34,362

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New Para Number	Work Outputs (Products & Services)	Workload Source	Work Unit	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
5.8.1.5	Checks entered in data base.	Excel Spreadsheets, Incoming Check dbase, Files email request for data to IM	Total # Checks for Collection Entered in Database	8,800	6,222	5,795	6,793	6,719	10,870	12,594	9,628	13,350	12,566	10,874	8,797	113,008
5.8.1.5.1	Verify ROVs and research as required	SQL: CEFMS Tables for Count rovtct.sql on rmf22	Total # ROVs Verified	1,169	844	948	1,002	999	1,362	1,326	1,353	1,574	1,529	1,563	1,285	14,954
5.8.1.6.1	Process returned checks	returned checks fy2004.mdb	returned checks	62	40	47	46	31	38	34	39	47	54	59	71	568
5.8.1.6.2	Sort NI requiring collection action based on the UFC Supported Activity to receive credit for funds	total number of checks for collection less # number of ROVs verified less returned checks	negotiable instruments	7,569	5,338	4,800	5,745	5,689	9,470	11,234	8,236	11,729	10,983	9,252	7,441	97,486
5.8.1.7	Monitor special bins and pull documents	Number of times bins checked	4 times an hour, 11.5 hours a day, times number of disbursing days	874	920	874	782	966	920	874	782	828	828	874	920	10,442
5.8.1.8	Receive and process GBL and other travel related payments	file copy of GBL transaction (xls)	gbls	169	110	111	180	213	209	122	106	133	99	95	143	1,690
5.8.1.9	Receive and process traveler banking data	SQL: Vendor Table for Count of Changes, Files ppd_ct.sql on rmf22	Total # Distinct Traveler Banking Transactions Received & Processed (Disb-4 & SF1199a)	385	321	357	368	343	416	342	505	479	296	494	410	4,716
5.8.1.10	Research, validate and process Central Contractor Registration data	SQL: Vendor Table for Count of Changes, Files ccd_ct.sql on rmf22	Total # Disb-4, SF1199a, CCR Printouts, CCR Extracts Researched and Validated	2,117	1,412	1,383	1,950	1,213	1,529	1,941	1,334	985	849	821	866	16,400
5.8.2.1	Create and process debit vouchers	debit vouchers.xls (manual count)	Total # Debit Vouchers Researched, Created & Processed	74	46	38	24	18	26	0	50	122	58	128	94	678
5.8.2.1.3.1	Process dishonored recreation fee checks valued at \$10 or more	Checks Over \$10.xls	individual checks	51	38	27	20	15	22	0	40	90	44	87	56	490
5.8.2.1.3.2	Process dishonored recreation fee checks valued at less than \$10	Checks Under \$10.xls	individual checks	23	8	11	4	3	4	0	10	32	14	41	38	188
5.8.2.2	Create collection vouchers for transactions received through Cashlink2	SQL: CASHLINK2 Database manual count of transactions	Total # CASHLINK2 Payment and Collection Transactions Processed	1,092	838	992	1,042	1,166	1,482	1,498	1,364	1,515	1,489	1,549	1,350	15,377
5.8.2.3	Process Credit Card Transactions	SQL: CEFMS Tables for Count	Total # CVs and Remit Items Downloaded, Verified, and Processed	322	260	247	454	715	890	831	854	703	682	788	526	7,272
5.8.2.4	Process collection vouchers for NI received, not associated with an ROV	CEFMS Query	Total # of CVs process not associated with an ROV	7,509	5,723	6,637	7,518	7,353	9,383	9,577	8,439	10,030	10,965	61,232	9,691	154,057
5.8.2.5	Prepare collection and/or deposit actions for TGA deposits	CEFMS Query: ddct.sql rmf22	certified caves, deposit tickets	968	470	610	820	773	1,177	1,327	1,388	1,674	1,473	1,565	1,398	13,643
5.8.3.1	Deposit tickets created and processed.	CEFMS Query: CEFMS Tables for Count depct.sql on rmf22	Total # Deposit Tickets Created and Processed	1,016	840	912	1,046	1,243	1,471	1,540	1,411	1,557	1,594	1,733	1,398	15,761
5.8.3.2	Deposit Tickets witnessed	CEFMS Query: CEFMS Tables for Count depct.sql on rmf23	Total # Deposit Tickets Witnessed	1,016	840	912	1,046	1,243	1,471	1,540	1,411	1,557	1,594	1,733	1,398	15,761
5.8.3.3	Armored car deliveries escorted.	Armored Car Delivery Log sent request to IM	Total # Armored Car Deliveries Escorted	18	14	17	17	15	21	19	17	18	20	19	19	214
5.8.3.4	Deposit Tickets confirmed	CEFMS Query: CEFMS Tables for Count depct.sql on rmf22	Total # Deposit Tickets Witnessed	1,016	840	912	1,046	1,243	1,471	1,540	1,411	1,557	1,594	1,733	1,398	15,761

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5.8.3.5	CASHLINK2 entries reconciled.	SQL: CASHLINK2 Database	Total # CASHLINK2 Entries Reconciled	1,092	838	992	1,042	1,166	1,482	1,498	1,364	1,515	1,489	1,549	1,350	15,377
5.8.3.5	Deposit ticket filed	CEFMS Query: CEFMS Tables for Count depct.sql on rmf22	Total # ROVs Researched Total # of Deposit Tickets Filed	1,092	838	992	1,042	1,166	1,482	1,498	1,364	1,515	1,489	1,549	1,350	15,377
5.8.4.1	check issue routine completed.	4 reports X 62 dbases X disbursing days	Total # Check Issue Routines Completed	4,712	4,960	4,712	4,216	5,208	4,960	4,712	4,216	4,464	4,464	4,712	4,960	56,296
5.8.4.2	Disburse supported activities as needed	4 processes X 62 dbases X disbursing days	Total # of sites/processes disbursed	4,712	4,960	4,712	4,216	5,208	4,960	4,712	4,216	4,464	4,464	4,712	4,960	56,296
5.8.4.3	Debit vouchers accounted for and Debit Voucher Summary faxed to Federal Reserve.	CEFMS Reports	Total # 5515 Debit Vouchers Accounted for, and Total Number of Summaries Faxed	2,375	2,500	2,375	2,125	2,625	2,500	2,375	2,125	2,250	2,250	2,375	2,500	28,375
5.8.4.4	Check registers reconciled.	CEFMS Reports 125 reports reconciled each disbursing run (minimum)	Total # Times Check Registers are Reconciled	2,375	2,500	2,375	2,125	2,625	2,500	2,375	2,125	2,250	2,250	2,375	2,500	28,375
5.8.4.5	Pull checks and stubs that require special handling and process/distribute	Mailroom Imaging System, "Specials" dbase, GBL Report, and Special Queries	Total # "Hold-out" Sheets, Vouchers, and Similar Documents Received, Logged, & Sorted and queries ran	708	640	677	818	787	1,085	761	699	1,064	1,152	1,151	1,477	11,019
5.8.4.6	Prepare checks, stubs, W-2s , 1099 Misc and 1099-S for mailing	SQL: CEFMS Tables for Count	Total # Checks Issued	46,748	48,434	54,112	69,840	48,077	54,192	52,158	49,910	52,975	53,582	56,210	60,197	626,201
5.8.5.1	Prepare Trading Partner Agreements	Excel Spreadsheet, Files counted from spreadsheet	Total # TPAs Established	2	1	2	4	1	2	1	0	0	0	1	3	17
5.8.5.2	Download All IPAC Transactions through Goals and process to identify obligation status	2 files from Treasury downloaded, merged, uploaded to CEEMIS2, downloaded, merged and emailed	2 files X workdays per month	46	36	44	42	48	46	42	40	44	42	44	42	516
5.8.5.3	Download All IPAC Transactions through Goals and upload into CEEMIS2 as required	2 files from Treasury downloaded, merged, uploaded to CEEMIS2	2 files X workdays per month	46	36	44	42	48	46	42	40	44	42	44	42	516
5.8.5.4	Download all IPAC transactions as PDF files and save to disbursing drive	6 files from Treasury downloaded	6 files X workdays per month	138	108	132	126	144	138	126	120	132	126	132	126	1,548
5.8.5.5	provide copies of supporting documentation for IPAC transactions as requested	telephone calls, emails and faxes	request - estimated based on 10 % of telephone calls and emails	440	440	440	440	440	440	440	440	440	440	440	440	5,280
5.8.5.6	Process Intra-government payment, collection and adjustment transactions through IPAC and within CEFMS	SQL: CEFMS and CEEMIS2 Tables for Count	Total # Intra-Government IPAC transactions Processed	4,417	3,221	2,994	2,917	2,724	3,155	3,080	2,515	3,421	2,358	4,374	8,286	43,462
5.8.5.7	GOALS entries reconciled.	SQL: CEFMS Tables for Count reconct.sql in ceemis2	Total # GOALS Entries Reconciled (touched and action determined - not a 'true' reconciliation	10,705	8,305	7,729	8,455	8,627	8,732	10,190	7,957	11,425	10,253	10,546	19,804	122,728
5.8.6.1	Assist DGR in stop payment, limited pay and payment over cancellation processes	CEEMIS2 dbase zcount.sql	Total # Stop Payments and Replacement Checks Processed	32	73	54	12	21	18	24	12	15	28	19	15	323
5.8.6.2	Assist DGR in processing of EFT rejects	fy04rejects.xls	eft rejects	98	83	94	68	74	105	109	92	118	101	137	91	1,170

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